

# e Maryland M@rketplace

## Quick Reference Guide

### Business Registration

To register your business in eMaryland Marketplace, follow the instructions below.

Visit [www.emarylandmarketplace.com](http://www.emarylandmarketplace.com). Select the link to *Register*.



#### Quick Links

- [DGS Preferred Provider Program](#)
- [Debarments](#)
- [Statewide Contracts](#)
- [Bid Boards](#)
- [Procurement Forecast Reports](#)
- [Outreach Events](#)

#### eMaryland Links

- [Login](#)
- [Register](#)
- [View Open Bids and Contracts](#)
- [Search for Vendors](#)

#### eMaryland Help Desk

Weekdays 8:00 a.m.-4:00 p.m.  
Phone: 410-767-1492  
[dgs.emaryland@maryland.gov](mailto:dgs.emaryland@maryland.gov)



## Welcome to eMaryland Marketplace

#### SPECIAL ANNOUNCEMENT

Due to the recent update of the eMaryland Marketplace servers, you might experience difficulties accessing the eMaryland Marketplace system. To correct this issue, it might be necessary to update your browser. Please view these [instructions](#) on how to complete this task for the most common browsers.

If you have questions, please contact the eMaryland Marketplace Help Desk.

#### eMaryland Marketplace User Information

Maryland's online procurement system, eMaryland Marketplace, is a business tool that provides vendors with easy access to State procurement information. Potential bidders can find solicitations on eMaryland Marketplace and submit bids electronically. The system also allows vendors to obtain bid results online once the due date and time for bid submission have passed.

To register or login to **eMaryland Marketplace**, please use the links to the left.

#### QUICK REFERENCE GUIDES AND INSTRUCTIONS

For further information, Quick Reference Guides are posted here – [eMaryland Marketplace Instructions](#), and Frequently Asked Questions (FAQs) are posted here - [FAQs](#) to provide you with step-by-step details on how to navigate the system and perform specific procedures with ease. Thank you for your time and interest in doing business with the State of Maryland.


#### eMARYLAND MARKETPLACE USER FEEDBACK

Please take some time to complete our [User Feedback Questionnaire](#). Your feedback is important and will enable us to better understand and meet our users' needs.

#### BUSINESS USERS

[Sign up](#) to receive eMaryland Marketplace News & Announcements. Stay up to date with what's going on with eMaryland Marketplace. Receive notifications of program updates and announcements of upcoming training opportunities.

The eMaryland Marketplace Login screen will open. Select the link to *Register*.



### Quick Links


- > [DGS Preferred Provider Program](#)
- > [Debarments](#)
- > [Statewide Contracts](#)
- > [Bid Boards](#)
- > [Procurement Forecast Reports](#)
- > [Outreach Events](#)

### Login

Login ID:

Password:

[Forgot your password?](#)



## Welcome to eMaryland Marketplace

### Registration Information

- [Register](#)  
Register here to begin using New eMaryland Marketplace. Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)  
Complete registration here to begin using New eMaryland Marketplace. Vendors, please read this [disclaimer](#) prior to completing registration.

### Open Bids and Contracts

- [Open Bids](#)  
Browse open bid opportunities.
- [Active Contracts](#)  
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)  
Search for Bids and active Contracts/Blankets.

### Registered Vendors

- [Registered Vendor Search](#)  
Search for Registered Vendors.

A pop-up screen will open. Complete the open fields:

Tax ID: Enter the EIN or social security number your business is registered under.

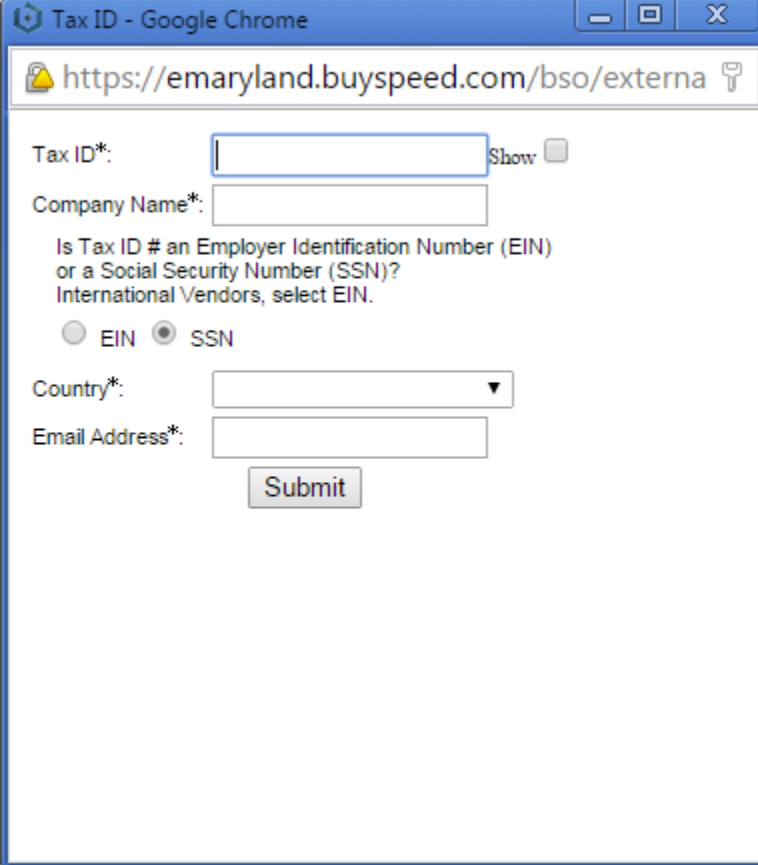
Company Name: Enter your company name.

EIN or SSN: Select the option for EIN or SSN.

Country: Enter the country where your business is based.

Email Address: Enter the email address for your company. Note: this will be the email address in which all eMaryland Marketplace correspondence, including bid notifications, will be sent.

Select *Submit*.

A screenshot of a web browser window titled "Tax ID - Google Chrome". The address bar shows the URL "https://emaryland.buyspeed.com/bsa/externa". The form contains the following fields and controls: "Tax ID\*:" with a text input field and a "Show" checkbox; "Company Name\*:" with a text input field; a question "Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? International Vendors, select EIN." followed by radio buttons for "EIN" and "SSN" (which is selected); "Country\*:" with a dropdown menu; "Email Address\*:" with a text input field; and a "Submit" button at the bottom.

eMaryland Marketplace will open and guide you through a series of screens to complete the registration process.

Note: If you exit the system prior to completing the registration process you will need to complete your registration upon returning to eMaryland Marketplace. Please see the Complete Your Registration Quick Reference Guide for instructions.

Here is a summary of each screen in the process:

Company Information – Basic information about your company.

SBR – Small Business Reserve registration process. For more information about the Small Business Reserve, refer to the [Small Business Programs Frequently Asked Questions](#).

Administrator – Set up the administrator access for your company profile.

Addresses – Add additional company addresses (not required).

Terms – You may skip this screen. This information is not used by the State of Maryland.

Categories & Certifications – General questions about your business.

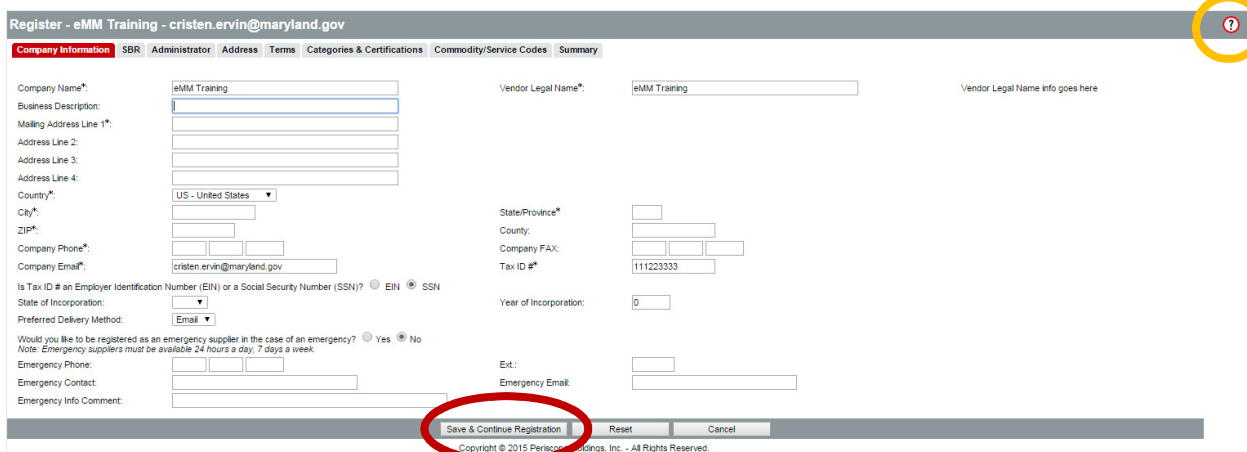
Commodity/Service Codes – Select the NIGP codes associated with the goods and/or services your company provides.

Summary – Summarizes your business registration.

## Company Information

Enter your company information. You must complete all fields marked with an asterisk (\*). When finished, select *Save & Continue Registration*.

For a description of each field, select the  icon in the upper right of the screen.



The SBR Pre-Qualification screen will open.

## SBR

The SBR screen allows you to complete the Small Business Reserve self-registration process. For more information about the Small Business Reserve, refer to the [Small Business Programs Frequently Asked Questions](#).

The first screen in the process is the SBR Pre-Qualification statement. Read over the entire statement and select one of three options:

**I Acknowledge** – Select this option if you accept the SBR Pre-Qualification statement. By selecting *I Acknowledge* you will be prompted to continue with the SBR self-registration process.

**I Disagree** – Select this option if you do not agree with the Pre-Qualification Statement. Note: By selecting *I Disagree*, you will bypass the SBR self-registration process and will continue through the remainder of the business registration process.

**No Thanks** - Select this option if you do not wish to participate in the Small Business Reserve. Note: By selecting *I Disagree*, you will bypass the SBR self-registration process and will continue through the remainder of the business registration process.

Register - eMM Training - cristen.ervin@maryland.gov

Company Information **SBR** Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

**Pre-Qualification**

**PROVIDING FALSE INFORMATION**

Anyone providing false information to the State of Maryland in connection with obtaining or attempting to obtain a contract under a Small Business Reserve procurement may be subject to the following: 1. A determination by a Procurement Officer that a bidder is not responsible; 2. A determination that a contract entered into is void or voidable under § 11-204 of the State Finance and Procurement Article of the Annotated Code of Maryland; 3. Suspension and debarment under Title 16 of the State Finance and Procurement Article; 4. Criminal prosecution for procurement fraud (§ 205.1 of the State Finance and Procurement Article), perjury, or other crimes; and 5. Other actions permitted by law. The following documentation will need to be submitted and audited prior to an award being issued: 1. Three (3) Years of Federal Tax Returns (Form 1120 or Schedule C) 2. Articles of Incorporation, Organization or Amendments 3. Certified Payroll Roster 4. Unemployment Insurance Quarterly Contribution Reports (Two Years).

**FAILURE TO MEET MINIMUM QUALIFICATIONS**

Any Bidder or potential bidder failing to meet the minimum qualifications of a "small business" as defined in the State Finance and Procurement Article is prohibited from participating in a procurement designated for a Small Business Reserve under § 14-504. Any person or company bidding on a Small Business Reserve procurement and not meeting the minimum qualifications as a small business under § 14-501(b) will have its bid rejected on the ground that it is not responsible.

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After acknowledging the Pre-Qualification statement, the Pre-Qualification questions will open. Answering the questions on this screen will determine your eligibility for the Small Business Reserve.

After completing all questions, select *Save & Continue Registration*.

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Company Information **SBR** Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

**Pre-Qualification**

1. Type of Organization? \*:

2. Are you a broker? \*:  ?

3. Is business a subsidiary of another firm? \*:  ?

4. Is business independently owned and operated? \*:  ?

5. Is the Business dominant in its field of operation? If you answer "yes" to this question, you will not qualify for the program. Any request to correct your answer will result in a physical or paper audit being conducted on your business by our Small Business Reserve program staff. If you have any questions regarding this question, feel free to contact the Help Desk team at 410-767-1492. \*:  ?

6. Total Number of Employees on payroll (Must enter a value greater than 0) \*:

The following 2 questions deal with veterans status. If you are a veteran, select the appropriate response as well as acknowledging that you have read SFP 14-201. Also be aware that you MUST be domiciled in the State of MD to qualify.

8. If applicable, indicate veteran status. :  ?

9. If veteran or disabled veteran, indicate the you have read and understand the SFP 14-201 terms found in the help area. :  ?

If you are not a NEW business, provide your last 3 years of gross sales. Otherwise select NA for the year and enter a 0 in the gross sales area.

11. Gross Sales for the most recent three years - Year 1 \*:

12. Amount Year 1 (Enter 0 if NEW Business). Enter whole dollars only and without \$ or commas. \*:

13. Gross Sales for the most recent three years - Year 2 \*:

14. Amount Year 2 (Enter 0 if NEW Business). Enter whole dollars only and without \$ or commas. \*:

15. Gross Sales for the most recent three years - Year 3 \*:

16. Amount Year 3 (Enter 0 if NEW Business). Enter whole dollars only and without \$ or commas. \*:

If you are a NEW business, provide your gross sales. Otherwise enter a 0 in the gross sales area.

18. New business, please provide the first year projected or estimated gross sales. Enter whole dollars only and without \$ or commas. \*:

19. Are you a "not-for-profit (non-profit)" business? \*:

Save & Continue Registration Reset Cancel & Exit

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Note: For additional information, roll your mouse pointer over the ? next to the question.

You will be notified immediately whether or not your business meets the qualification criteria for the Small Business Reserve. Select *Continue Registration*.

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Company Information **SBR** Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

**Pre-Qualification**

The information you provided meets the qualification criteria for the SBR program.

Continue Registration Cancel

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## Administrator

The Administrator screen prompts you to assign an administrator for your company profile.

The Administrator has full access to make changes to the company profile including adding additional users. For instructions on adding additional users, refer to the [Adding Users Quick Reference Guide](#).

You must complete all fields marked with an asterisk (\*).

Email – Enter the email address associated with this user.

Login ID – Create a login ID to be used by this user only. If additional users need access, the administrator may add additional users at a later time.


New Password – Enter the password to be used by this user to access eMaryland Marketplace.

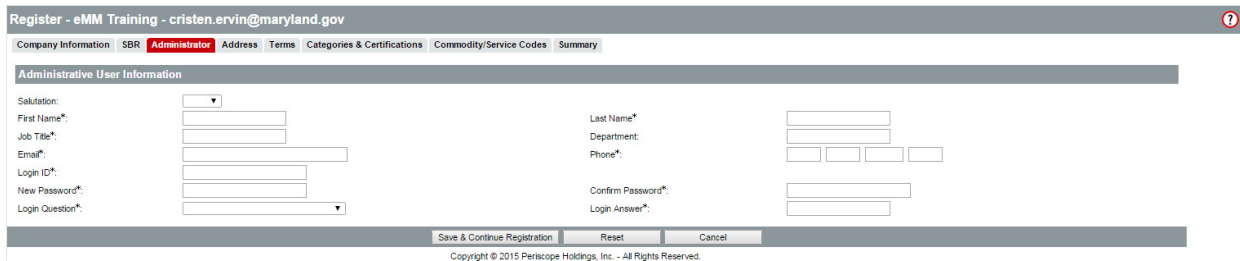
Confirm Password – Re-enter the password.

Login Question – Select a Login Question from the dropdown box. This question will be used in the event the user forgets their password.

Login Answer – Provide an answer to the Login Question. The user will be prompted to provide this answer in the event they forget their password.

Once you have completed all fields, select *Save & Continue Registration*.

Note: For a description of each field, select the  icon in the upper right of the screen.



The screenshot shows the 'Register - eMM Training' web page for the user 'cristen.ervin@maryland.gov'. The 'Administrator' tab is selected in the top navigation bar. The main section is titled 'Administrative User Information' and contains two columns of form fields. The left column includes fields for Salutation (a dropdown), First Name\*, Job Title\*, Email\*, Login ID\*, New Password\*, and Login Question\* (a dropdown). The right column includes fields for Last Name\*, Department, Phone\* (a multi-part input), Confirm Password\*, and Login Answer\*. At the bottom of the form are three buttons: 'Save & Continue Registration', 'Reset', and 'Cancel'. A copyright notice for 2015 Perscope Holdings, Inc. is visible at the very bottom.



## Address

The address screen list addresses associated with the company. The General company address is automatically added to this screen. If you wish to add additional addresses, you may do so using this screen.

If you do not wish to enter an additional address select *Continue Registration*. You may skip to the **Terms** screen instruction below.

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Company Information | SBR | Administrator | **Address** | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Maintain Addresses for: eMM Training

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Cristen Ervin 301 W. Preston Street M-3 Baltimore, MD 21201 US Email: cristen.ervin@maryland.gov Phone: (410)767-4272	Active	Yes

[Add Another Address](#) [Continue Registration](#)

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To add an additional address, select *Add Another Address*.

Register - eMM Training - cristen.ervin@maryland.gov

Company Information | SBR | Administrator | **Address** | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Maintain Addresses for: eMM Training

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Cristen Ervin 301 W. Preston Street M-3 Baltimore, MD 21201 US Email: cristen.ervin@maryland.gov Phone: (410)767-4272	Active	Yes

[Add Another Address](#) [Continue Registration](#)

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Enter the new address information. To add an additional address select *Save & Add Another* and repeat this process. If you have completed adding addresses select *Save & Continue Registration*.

Address Book - eMM Training

Enter a New Address

Address Type: Bid Mailing Address

Name this Address\*:

Contact Name\*:

Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: US - United States

City\*:

State/Province\*:

ZIP\*:

County:

Phone\*:

Ext:

Toll Free:

Mobile:

Fax:

Email\*:

Status: Active

Web Address:

☒ Default address for this address type

(Begin with http:// or https://)

[Save & Add Another](#) [Save & Continue Registration](#) [Reset](#) [Cancel & Continue Registration](#)

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## Terms

The Terms screen is not used by the State of Maryland. It is not necessary to complete any information on this screen. To bypass this screen select *Save & Continue Registration*.



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Company Information | SBR | Administrator | Address | **Terms** | Categories & Certifications | Commodity/Service Codes | Summary

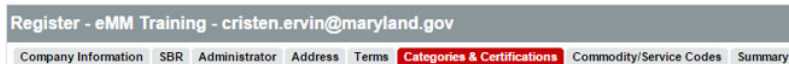
Freight Terms:

**Save & Continue Registration** | Continue Registration

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## Categories & Certifications

The categories & certifications screen asks you to complete a variety of questions about your business.



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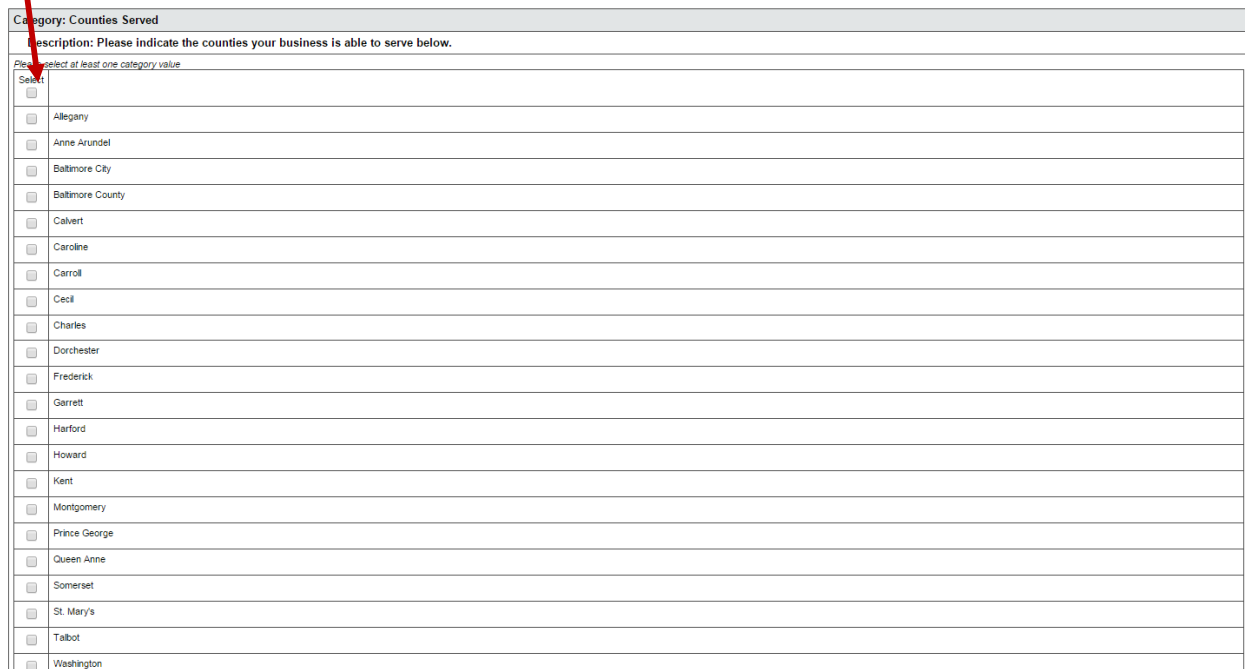
Company Information | SBR | Administrator | Address | Terms | **Categories & Certifications** | Commodity/Service Codes | Summary

You must provide a response to each question. See an explanation of each question below:

### Counties Served

Indicate which counties your company serves.

Click on the box next to each county your company serves. After clicking on the box, a check mark will appear to indicate you have selected that county. To select all counties, click on the box under Select.



Category: Counties Served

Description: Please indicate the counties your business is able to serve below.

Please select at least one category value

Select ☐

<input type="checkbox"/>	Allegany
<input type="checkbox"/>	Anne Arundel
<input type="checkbox"/>	Baltimore City
<input type="checkbox"/>	Baltimore County
<input type="checkbox"/>	Calvert
<input type="checkbox"/>	Caroline
<input type="checkbox"/>	Carroll
<input type="checkbox"/>	Cecil
<input type="checkbox"/>	Charles
<input type="checkbox"/>	Dorchester
<input type="checkbox"/>	Frederick
<input type="checkbox"/>	Garrett
<input type="checkbox"/>	Harford
<input type="checkbox"/>	Howard
<input type="checkbox"/>	Kent
<input type="checkbox"/>	Montgomery
<input type="checkbox"/>	Prince George
<input type="checkbox"/>	Queen Anne
<input type="checkbox"/>	Somerset
<input type="checkbox"/>	St. Mary's
<input type="checkbox"/>	Talbot
<input type="checkbox"/>	Washington

## SDAT Department ID (Certification ID)

Indicate whether or not your company has an SDAT identification number. If yes, enter the number in the Notes box.

<b>Category: SDAT Department ID (Certification ID)</b>	
<b>Description:</b> Does your business have an SDAT Department ID? If so, please enter your SDAT Department ID in the Notes section below. Use the link provided to search for your SDAT Department ID if you're not sure. <b>Category URL:</b> <a href="http://sdat.reslusa.org/ucc-charter/Pages/CharterSearch/default.aspx">http://sdat.reslusa.org/ucc-charter/Pages/CharterSearch/default.aspx</a>	
<i>Please select exactly one category value</i>	
Select	
<input type="checkbox"/> No	
<input type="checkbox"/> Yes	
Notes:	
<div></div>	

## Organization Type

Indicate the industry that best fits your organization.

<b>Category: Organization Type</b>	
<b>Description:</b> Please select the best fit for your organization's primary operation.	
<i>Please select exactly one category value</i>	
Select	
<input type="checkbox"/> Architectural or Engineering Services	
<input type="checkbox"/> Construction Operation	
<input type="checkbox"/> Wholesale Operation	
<input type="checkbox"/> Manufacturing Operation	
<input type="checkbox"/> Retail Operation	
<input type="checkbox"/> Service Operation	
<input type="checkbox"/> Other	
Notes:	
<div></div>	

## Dunn & Bradstreet

Indicate whether or not your business has a Dunn & Bradstreet number. If yes, enter the number in the Notes box.

<b>Category: Dun &amp; Bradstreet</b>	
<b>Description:</b> Does your business have a Dun & Bradstreet #? If so, please enter your Dun & Bradstreet # in the Notes section below.	
<i>Please select exactly one category value</i>	
Select	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Notes:	
<div></div>	

## Contractor License

Indicate whether or not your business has a contractor license. If yes, enter the license number in the Notes box.

<b>Category: Contractor License</b>	
<b>Description:</b> Does your business have a Contractors License #? If so, please enter your Contractors License # in the Notes section below.	
<i>Please select exactly one category value</i>	
Select	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Notes:	
<div></div>	

## Business License

Indicate whether or not you hold a business license for your company. If so, provide the license number in the Notes box.

<b>Category: Business License</b>	
Description: Does your business have a Business License #? If so, please enter your Business License # in the Notes section below.	
Please select exactly one category value	
Select	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Notes:	
<div></div>	

## Independent Ownership

Indicate whether or not your business is independently owned. Provide the names of any partners or proprietors in the Notes box.

<b>Category: Independent Ownership</b>	
Description: Is your business Independently Owned? Please provide the name(s) of owner(s), Partners or Proprietors in the Notes section below.	
Please select exactly one category value	
Select	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Notes:	
<div></div>	

## State of Maryland Business

Indicate whether or not your business regularly conducts business in the State of Maryland.

<b>Category: State of Maryland Business</b>	
Description: Does your business regularly conduct business in the State of Maryland?	
Please select exactly one category value	
Select	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Notes:	
<div></div>	

## Maryland Resident Employees

Indicate if your organization has any employees that are Maryland residents. If Yes, indicate the number of employees in the Notes section.

<b>Category: Maryland Resident Employees</b>	
Description: Does your business have employees that are Maryland residents? Please enter the total # of Employees that are Maryland Residents in the Notes section below.	
Please select exactly one category value	
Select	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Notes:	
<div></div>	

## Payroll Employees

Indicate if your company has any employees on payroll. If Yes, enter the number of employees in the Notes section.

<b>Category: Payroll Employees</b>	
Description: Does your business have employees on payroll (including all Facilities)? Please enter the total # of Employees on Payroll in the Notes section below.	
Please select exactly one category value	
Select	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
Notes:	
<div></div>	

## Gross Sales Last Fiscal Year

If your business has been operating for more than one year, select Yes, then enter your gross sales for the most recently completed fiscal year in the Notes section.

If your business has been operating for less than one year, select No. Leave the Notes section blank.

Note: A Fiscal Year (FY) runs July 1<sup>st</sup> through June 30<sup>th</sup> of each year.

<b>Category: Gross Sales Last Fiscal Year</b>	
Description: Has your business been in operation < 12 Months? Please enter gross sales for the most recently completed fiscal year in the Notes section below.	
Please select exactly one category value	
Select	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
Notes:	
<div></div>	

## Self-Identified Veteran

Indicate if you are registered as a Veteran Owned Small Business (VOSB) with the U.S. Department of Veteran's Affairs Office of Small and Disadvantaged Business Utilization (OSDBU) through the federal VetBiz website.

<b>Category: Self Identified Veteran</b>	
Description: Are you a veteran-owned business listed on the US Department of Veterans Affairs vetbiz.gov website? For more information, click on the link below: Category URL: <a href="http://www.vetbiz.gov/">http://www.vetbiz.gov/</a>	
Please select exactly one category value	
Select	
<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
Notes:	
<div></div>	

## Ownership Type

Select the field that best fits the ownership status of your organization.

Category: Ownership Type	
Description: Enter the ownship type that best fits your organization.	
Please select exactly one category value	
Select	
<input type="checkbox"/>	Financial Institution
<input type="checkbox"/>	Foreign
<input type="checkbox"/>	Sole Ownership
<input type="checkbox"/>	Medical Corporation
<input type="checkbox"/>	Non Profit Organization
<input type="checkbox"/>	Out of State Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Professional Association
<input type="checkbox"/>	Professional Corporation
<input type="checkbox"/>	State Corporation
<input type="checkbox"/>	Unspecified
Notes:	
<div></div>	

## Majority Ownership

Select the field(s) that apply to majority owner(s).

Category: Majority Ownership	
Description: Please select the applicable Majority Ownership Type below:	
Please select exactly one category value	
Select	
<input type="checkbox"/>	African American
<input type="checkbox"/>	American Indian
<input type="checkbox"/>	Asian
<input type="checkbox"/>	Hispanic
<input type="checkbox"/>	Physically or Mentally Disabled
<input type="checkbox"/>	Women Owned
<input type="checkbox"/>	None of the above
Notes:	
<div></div>	

Once you have provided a response to all questions, select *Save & Continue Registration*.

<a href="#">Save &amp; Continue Registration</a>	<a href="#">Continue Registration</a>
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## Commodity/Service Codes

The Commodity/Service Codes screen is used to identify the products and/or services your company provides. The codes entered on this screen are used to notify businesses when the Government is buying the goods/services your company sells.

eMaryland Marketplace uses the National Institute of Governmental Purchasing (NIGP) coding system for identification of goods and services. For more information on the NIGP coding system, visit the NIGP website at <https://www.nigp.com/index.php>.

The Commodity/Service Codes tab will display the Commodity and Service Code Search box and NIGP Code Browse screen. From here, you may select new codes multiple ways:

1. Search – You may search by using the NIGP dropdown boxes or the keyword search box.
2. NIGP Code Browse – You may browse NIGP codes by “drilling down” to the codes you wish to add.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre

### 1. Using the Search Box –

There are two ways to use the Search box to add codes to your profile:

- 1a. – Use the NIGP dropdown boxes
- 1b. – Use the NIGP Keyword search box

**Search**

**1a.** NIGP Class   
NIGP Class Item

**1b.** NIGP Keyword   
Search using

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

**1a.** To search using the dropdown boxes, first select a commodity/service class from the NIGP Class box. A list of codes will appear at the bottom of the screen.

To select codes to add to your company profile, click on the box next to the code you wish to add. A check will appear in the box. Once you have selected all codes you wish to add, select *Save* if you are finished adding codes or *Save and Add More* if you would like to add more codes. Note: when selecting *Save and Add More* you will be directed back to the Commodity/Service Code Search Screen. Repeat the process above to select more codes.

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	040-01	Amphibia (Frogs, Toads, Salamanders and other Cold Blooded Vertebrates) Live
<input checked="" type="checkbox"/>	040-02	Animal Carriers
<input type="checkbox"/>	040-03	Animal Care Supplies (Collars, Clothing, Leashes, Litter Boxes, etc.)

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After selecting *Save* a list of all active commodity/service codes will display including all newly added codes.

Commodity and Service Codes			
Current Codes - eMM Training			
Deactivate	Code	Description	Date Added
<input checked="" type="checkbox"/>	040-02	Animal Carriers	05/07/2015
<input type="checkbox"/>	040-21	Chickens	05/07/2015
<input type="checkbox"/>	165-02	Blenders, Food Cutters, and Mixers	04/22/2015
<input type="checkbox"/>	165-12	Can Openers, Manual	04/22/2015
<input type="checkbox"/>	165-17	Coffee Mills	04/22/2015

**1b.** To search using the NIGP Keyword search box, type a keyword into the search box. You may search using ALL of the criteria or ANY of the criteria. Select *Search*.

For example, if your company provides signs, you may type “sign” into the NIGP Keyword box. Select *Search*.

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

A listing of all codes associated with the word “sign” will display. You will notice, for this particular search, there are 172 results on 7 pages. You may scroll through all pages to select the codes, or you may refine your search by changing the keyword(s).



To select codes to add to your company profile, click on the box next to the code you wish to add. A check will appear in the box. Once you have selected all codes you wish to add, select *Save* if you are finished adding codes or *Save and Add More* if you would like to add more codes. Note: when selecting *Save and Add More* you will be directed back to the Commodity/Service Code Search Screen. Repeat the process above to select more codes.

1-25 of 172  
1 2 3 4 5 6 7

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	035-22	Airport Equipment (Not Otherwise Classified)
<input type="checkbox"/>	050-30	Cloth (For Application of Designs and Transfers): Burlap, Linen, etc.
<input type="checkbox"/>	052-32	Fabric Designs (Silk Screen, etc.)
<input type="checkbox"/>	055-51	Lights and Lens: Directional and Turn Signal
<input type="checkbox"/>	055-56	Lights and Lens: Miniature, Automotive

Copy to CSV | Print | Add to Favorites | Add to Profile

After selecting *Save* a list of all active commodity/service codes will display including all newly added codes.

## 2. NIGP Code Browse

NIGP Code Browse allows you to search for codes by clicking through a series of code categories and sub-categories until you find the code(s) that relate to your business.

Click on the number next to the category you wish to browse through. For example, if your company sells arts and crafts click on 03 next to Arts, Crafts, Entertainment, Theatre.

**NIGP Code Browse**

Select the category that best describes the product and service you offer. Click on the question mark for more information.

<u>01</u>	Administrative, Financial, and Management Services
<u>02</u>	Agricultural Equipment and Related Products and Services
<u>03</u>	Arts, Crafts, Entertainment, Theatre
<u>04</u>	Automotive Products, Vehicles, and Services
<u>05</u>	Building Equipment, Supplies, and Services
<u>06</u>	Clothing, Textiles, Laundry Equipment, and Supplies
<u>07</u>	Communication Equipment and Services
<u>08</u>	Computers, Software, Supplies, and Services
<u>09</u>	Food, Equipment, and Related Services
<u>10</u>	Furnishings and Related Services
<u>11</u>	Furniture and Related Services
<u>12</u>	Hardware, Related Equipment, and Services
<u>13</u>	Highway Road Equipment, Materials, and Related Equipment
<u>14</u>	Janitorial and Cleaning Equipment, Supplies, and Services
<u>15</u>	Laboratory Equipment, Supplies, and Services
<u>16</u>	Maintenance and Repair of Equipment
<u>17</u>	Medical Equipment, Supplies, and Services

A list of sub-categories will display. Select on the number next to the sub-category you wish to search. For example, click 232 for general crafts.

<u>03</u>	Arts, Crafts, Entertainment, Theatre
<u>037</u>	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
<u>050</u>	ART EQUIPMENT AND SUPPLIES
<u>052</u>	ART OBJECTS
<u>232</u>	CRAFTS, GENERAL
<u>233</u>	CRAFTS, SPECIALIZED
<u>580</u>	MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES
<u>855</u>	THEATRICAL EQUIPMENT AND SUPPLIES
<u>860</u>	TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS, ETC.

A list of codes related to the sub-category you selected will display. To select codes to add to your profile, click on the box next to the code you wish to add. A check will appear in the box. Once you have selected all codes you wish to add, select *Save* if you are finished adding codes or *Save and Add More* if you would like to add more codes. Note: when selecting *Save and Add*

More you will be directed back to the Commodity/Service Code Search Screen. Repeat the process above to select more codes.

<input type="checkbox"/>	Code	Description
	03	Arts, Crafts, Entertainment, Theatre
	232	CRAFTS, GENERAL
<input checked="" type="checkbox"/>	232-02	Artificial Plants, Shrubs, and Trees
<input type="checkbox"/>	232-05	Basketry Materials
<input type="checkbox"/>	232-10	Beadcraft Supplies
<input checked="" type="checkbox"/>	232-15	Candle Making Equipment and Supplies (See 393-56 for Candles)
<input type="checkbox"/>	232-20	Carpet Warp and Roving, Macrame

After selecting *Save* a list of all active commodity/service codes will display including all newly added codes.

## Summary

The summary tab will summarize all of the information entered in the previous seven tabs (Company Information, SBR, Administrator, Addresses, Terms, Categories & Certifications, and Commodity/Service Codes). Review this information for accuracy and completeness.



**Register - eMM Training - cristen.ervin@maryland.gov**
?

[Company Information](#)
[SBR](#)
[Administrator](#)
[Address](#)
[Terms](#)
[Categories & Certifications](#)
[Commodity/Service Codes](#)
[Summary](#)

**Company Information**

Vendor ID: 00025371 Status: Active Tax ID Type: EIN Business Description: Emergency supplier: No Emergency Phone: Emergency Contact: Emergency Email: Emergency Info Comment:	Alternate ID: Status Change Reason: Incorporation Details - State: Preferred Delivery Method:	Company Name: eMM Training Tax ID#: *****3333 Year of Incorporation: 0 Email: cristen.ervin@maryland.gov Vendor Email:
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If eMaryland Marketplace determines that required information is missing, you will see an Overall Validation Error at the top of the Summary screen. If this error does occur, you must correct the error prior to completing registration.

To correct the error, click on the link under the error message. This will take you to the tab that requires completion. After correcting the error, select the Summary tab.

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?

[Company Information](#)
[SBR](#)
[Administrator](#)
[Address](#)
[Terms](#)
[Categories & Certifications](#)
[Commodity/Service Codes](#)
[Summary](#)

**Overall Validation Errors**

- [Required Category - Counties Served selection required.](#)

After you review the Summary tab for accuracy and completeness, select *Complete Registration* at the bottom of the screen. Your registration will be submitted and a message will display on your screen:

**Thank You**

Thank you for registering with eMaryland Marketplace. Registration confirmation will be emailed to you.  
For questions or comments please contact State of Maryland at 410-767-1492.

OK

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You are now registered in eMaryland Marketplace.

## Registration Confirmation

Once you submit your registration, an email will be sent to the email address provided. The email will contain your Login ID, Password, and Vendor #. Retain this information for your records.

Vendor Registration: eMM Training

Inbox x



emaryland@emaryland.buyspeed.com

to me

Apr 22



Dear Cristen Ervin,

Thank you for registering with eMaryland Marketplace. Your account has been activated. Below you will find your login ID and password.

Login ID: cervin

Password:

Vendor #: 00025371 - eMM Training

Please log in to the eMaryland Marketplace application. If you have any questions concerning your account, please contact us at [410-767-1492](tel:410-767-1492).

Thank you,  
State of Maryland

Use this link to log on to eMaryland Marketplace: <https://emaryland.buyspeed.com/bsa/login.sdo>